

**CALIFORNIA ARTS COUNCIL
INVOICE INSTRUCTIONS**

CAC-301 is used to invoice for advance payments and progress payments up to 90% of your contract amount. To request a final payment or payment which exceeds 90% of the total contract amount, you must use form number CAC-302 (Rev 06/98), Invoice For Final Payment. **NOTE: Before using, please reproduce this form for your future invoicing for this contract.**

PART A - CONTRACT INFORMATION

Complete all lines requesting information. Please sequentially number your invoices beginning with 1 and place on INVOICE NUMBER line. Check the type of request for which you are invoicing.

PART B - ADVANCE PAYMENT

Complete Part B if you are requesting a one-time advance payment. To calculate your advance payment amount, multiply your total contract dollar amount by 25%. Grantees are not required to take an advance payment.

PART C - PROGRESS PAYMENT

Complete Part C if you:

1. Have requested and received an advance payment previously and now are requesting a progress payment.
NOTE: On first progress payment only, you will also be required to complete Part D.
2. Are requesting a progress payment that does not exceed 90% of the contract amount including advance.

PLEASE DETAIL ALL EXPENDITURES ON LINE 1, 2, 3, OR 5 AS SHOWN ON THE INVOICE FORM. DO NOT INCLUDE ANY MATCH EXPENDITURES. DO NOT INCLUDE ANY EXPENDITURES THAT WERE FUNDED WITH YOUR 25% ADVANCE (IF APPLICABLE). YOU WILL REPORT THOSE EXPENDITURES IN PART D. THE FOLLOWING LINE ITEM DESCRIPTIONS DEFINE WHAT EXPENDITURES ARE TO BE INCLUDED IN EACH LINE ITEM.

LINE ITEM-DESCRIPTIONS

1. **ARTISTIC-SALARIES:** Artistic directors, conductors, curators, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, actors, dancers, musicians, teachers, traditional folk artists, guest artists, artistic residencies, puppeteers, artistic consultants, and artist scholarships (non-travel).
2. **ADMINISTRATIVE-SALARIES:** Program and managing director, executive director, general manager, business manager, public relations officer, marketing/development staff, clerical staff, maintenance and security staff, ushers, box office personnel, and administrative consultants.
3. **TECHNICAL-SALARIES:** Technical directors, wardrobe, lighting and sound crew, stage managers, stagehands, video and film technicians, technical consultants and peer panel members.
4. **SUBTOTAL OF ALL PERSONNEL SALARIES:** Add line 1 + 2 + 3 above and enter salaries subtotal for CAC.
5. **OPERATING/PRODUCTION EXPENSES:** Space rental, equipment rental, regranting, supplies, travel (within California), postage, printing, utilities, insurance, and artist scholarships for travel (within California).

ADD LINE ITEMS 4 AND 5 AND PLACE TOTAL FOR CAC ON THE "TOTAL EXPENDITURES" LINE.

PART D - ADVANCE EXPENDITURES

Complete Part D if you received a 25% advance and are now requesting your first progress payment. Indicate how the 25% advance was spent. **This is required on your first progress payment invoice only.**

IF YOU HAVE QUESTIONS ABOUT HOW TO COMPLETE THIS FORM CALL BARBARA CAMPBELL AT (916) 322-

CALIFORNIA ARTS COUNCIL
INVOICE
FOR ADVANCE AND PROGRESS PAYMENTS

PART A - CONTRACT INFORMATION:

DATE: _____

CONTRACT NUMBER: _____

CONTRACTOR NAME/ADDRESS: _____

CONTRACT PERIOD: _____

INVOICE NUMBER: _____

TYPE OF REQUEST:

25% ADVANCE: ☐

PROGRESS PAYMENT ☐

PART B - ADVANCE PAYMENT:

CONTRACT AMOUNT \$ _____ X 25% = TOTAL ADVANCE PAYMENT _____

PART C - PROGRESS PAYMENT:

LINE ITEMS:

1. ARTISTIC - SALARIES

2. ADMINISTRATIVE - SALARIES

3. TECHNICAL - SALARIES

4. **SUBTOTAL (1 + 2 + 3)**

5. OPERATING/PRODUCTION EXPENSES

**EXPENDITURES TO BE REIMBURSED
BY THE CALIFORNIA ARTS COUNCIL ****

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL EXPENDITURES (4 + 5=PROGRESS PAYMENT REQUESTED) \$ _____

**Do not include match expenditures

PART D - ADVANCE EXPENDITURES (Previously Reimbursed):

DOLLAR AMOUNT OF ADVANCE: \$ _____

REPORT OF EXPENDITURES MADE WITH ADVANCE FUNDS:

1. ARTISTIC - SALARIES

\$ _____

2. ADMINISTRATIVE - SALARIES

\$ _____

3. TECHNICAL - SALARIES

\$ _____

4. **SUBTOTAL (1 + 2 + 3)**

\$ _____

5. OPERATING/PRODUCTION EXPENSES

\$ _____

TOTAL EXPENDITURES (4 + 5) \$ _____

CERTIFICATION:

"I hereby certify under penalty of perjury that this report is in accordance with the contract approved by and the standards of the California Arts Council, and that payment has not been previously received for the amount claimed herein."

AUTHORIZED OFFICER (PRINT)

PREPARER'S PRINTED NAME

AUTHORIZED OFFICER (SIGNATURE)***

PHONE NUMBER

***DO NOT USE BLACK INK

FOR CAC ACCOUNTING USE ONLY:

FY _____ FUND _____ CODING _____ SCHEDULE _____

FY _____ FUND _____ CODING _____ SCHEDULE _____

SIGNATURE

DATE

INSTRUCTIONS FOR COMPLETING THIS FORM ON REVERSE SIDE